

11 Dec 58

ER 10-9511

DD/S

58-4358

Rec'd
6/20

MEMORANDUM FOR: Deputy Director (Intelligence)
Deputy Director (Coordination)
Special Assistant to the Director for
Planning and Development
Inspector General
Director of Logistics

SUBJECT: Changes in Administration Building Services
due to Reduction in DCI Security Staff

1. By specific direction of the DCI, the DCI Security Staff has been reduced 50%. This staff, under [REDACTED] will continue to assist the DCI and the DDCI only.

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2. Due to this reduction, addresses must be prepared, effective 15 December 1958, to take over within their own components all the various services formerly performed by the Security Staff. These services comprise:

a. Escort service -- each component must henceforth arrange for escort of its own non-Agency visitors. This will include arrangements for admittance and escort of other government officials attending conferences in the Administration Building. This also includes escort of mechanics, technicians, and repairmen.

b. Security of the DCI conference rooms, including setting up charts, etc., when this room is used by the addressees above.

c. Such services and duties as correct room temperature and control of the heating and air conditioning units in the Administration Building will be reported directly to the Office of Logistics. Call [REDACTED] telephone [REDACTED]

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d. The Office of Logistics will have the primary responsibility for the service, maintenance, and inspection of automobiles assigned to the DCI and DDCI. The Security Staff will no longer routinely request that the cars in question be repaired, washed, or properly equipped with snow tires.

Document No.	1
No Change in Class.	<input type="checkbox"/>
<input checked="" type="checkbox"/> Declassified	
Class. Exempted for TS S C	
Next Review Date:	
Auth.: HR 75-3	
Date: 15 JAN 1979	Cr: 28

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e. Request for security assistance incident to arrests, traffic tickets of chauffeurs, possible cranks, crank calls, or other security support needed by addressees, and formerly provided by DCI Security Staff, will henceforth be made directly to the Office of Security. [REDACTED]

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f. Similarly any other special security support not covered by the above or out of the ordinary may, of course, be similarly made to the Office of Security.

(Signed)

[REDACTED]

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Executive Officer
Office of the Director

Distribution:

DD/I
DD/C
SA/P&D
IG
Dir/Log.
ONE
DCI/Security [REDACTED]
Dir/Security
DDCI
DD/S
EO/DCI
LEC
ER via Reading

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SECRET

TRANSMITTAL SLIP		DATE 19 September 1958
TO: Colonel White		
ROOM NO.	BUILDING	
REMARKS: This night courier service is provided by an assigned courier from the hours of 8:00 p.m. to 5:00 a.m. The same courier that is assigned to the OCI Watch Office covers the period from 5:00 p.m. to 8:00 p.m., and there is no need for any service from 5:00 a.m. to 8:00 a.m. So actually what is involved here is one man from 5:00 at night until 8:00 in the morning. [REDACTED] strongly endorses this proposal and says that it has been working out most satisfactorily. If you approve continuance, I will take it up with the Office of Logistics. <div style="text-align: right;"><i>CEB</i> CEB</div>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

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FORM NO. 241
1 FEB 55REPLACES FORM NO. 241
WHICH MAY BE USED**SECRET**

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